

FRONT-END CHECKLIST

for General Work, **March 2008 Version**

PROJECT: Project No.
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DESIGNER Name/Submittal Date:
REVIEWER Name/Review Date:

FOR EACH ITEM: check box to show completion, or mark "N" for "Not applicable", or provide comments as desired by reference number.

000101 Cover / Title Page

- ☐ Correct Project Title & number shown
- ☐ Date consistent w/ Dwgs, Seals, signatures
- ☐ Contracting Agency correctly identified
- ☐ Designer correctly identified
- ☐ Designer & consultants seals & signatures

000110 Table of Contents

- ☐ Lists all documents bound in manual

000115 List of Drawings

- ☐ Lists all project drawings.

000120 List of Schedules

- ☐ Lists all schedules bound in manual

001116 Invitation to Bid

Use or follow **RPA January 2007 001116**

- ☐ Full Project name & number
- ☐ Designer name, addr, contact person, phone
- ☐ Brief Proj Desc (adequate & < 25 words)
- ☐ Pre-Bid Conference information
- ☐ Mailed bids attention
- ☐ Bid opening location
- ☐ Bid Time and Date
- ☐ Plan Rooms name & city; no address & phone
- ☐ Plan Deposit identified or says not required

002100 Instructions to Bidders

- ☐ Use **RPA January-2007 002113**
- ☐ If NGB Military Project:
 - ☐ Add **RPA January-2007 002213.13**
- ☐ If includes Maintenance Agreement:
 - ☐ Add **RPA January-2007 002213.16**
- ☐ If includes UG Tank or Lead Paint Removal:
 - ☐ Add **RPA January-2007 002213.19**
- ☐ If Work is at more than one location:
 - ☐ Add **RPA January-2007 002213.23**, and
 - ☐ Add **RPA January-2007 002213.26**

003000 Information Available to Bidders

- ☐ If hazardous materials data available:
 - ☐ Use **RPA January-2007 003126**
- ☐ If geotechnical data available:
 - ☐ Use **RPA January-2007 003132**
- ☐ Use **RPA Jan-2007 003860 Disqualified Cont.**

004100 Bid Form

- ☐ Use **RPA March-2008 004113**; or,
 - ☐ follow **RPA March-2008 004113 Gde**
- ☐ Project Title and number on all pages
- ☐ Roof Bond amount (or %) identified, if appl.
- ☐ Contract Time identified
- ☐ Liquidated Damages identified
- ☐ If alternates utilized:
 - ☐ Not more than 3;
 - Additive & in order of priority; and,
 - Supported by Section 012300;
- ☐ If unit prices utilized:
 - ☐ supported by Section 012219;
- ☐ If includes Maintenance Agreement:
 - ☐ Add or utilize **RPA January-2007 004396**
- ☐ If NGB Military project:
 - ☐ Add **RPA January-2007 004399**

005200 Agreement Forms

- ☐ Use **RPA January-2007 005201**; or,
- ☐ If Military NGB project:
 - ☐ Omit **RPA 005201**;
 - ☐ Use **RPA January-2007 005201.13**; and,
 - ☐ Use **RPA January-2007 005439 Corp Auth Cert**
- ☐ Use **RPA January-2007 005213 Agreement form**
- ☐ Use **RPA January-2007 005433 ACH form**
- ☐ Use **RPA January-2007 005435 Sub W-9 form**

006000 Bonds

- ☐ Use **RPA January-2007 006113**
- ☐ If roof involved subject to State Roof Bond:
 - ☐ Use **RPA January-2007 006143**

007200 General Conditions

- ☐ **AIA Document A201, 15th Edition, 1997**

007300 Supplementary Conditions

- ☐ Use **RPA January-2007 007313**, or;
- ☐ If Federal Funded: omit **RPA 007313**, and;
 - ☐ If civilian, add **RPA Jan-2007 007329**; or,
 - ☐ If Military NGB, add **RPA Jan-2007 007339**
 - ☐ Include **Federal Wage Rates** with either
- ☐ If site NOT located on State-owned property:
 - ☐ Add **RPA Jan-2007 007341** for Contr Insur
- ☐ Use **RPA Feb-2008 007343 for Wage Determin**
- ☐ Use **RPA Jan-2007 007344 Bldg Rates**; or,
 - ☐ **RPA Jan-2008 007346 Hwy Rates**

Item	Comments

011000 Summary

- ☐ Summarizes Work
- ☐ Alternates NOT addressed
- ☐ Delineates Contractor use of premises
- ☐ Describes Owner occupancy

012113 Allowances

- ☐ If Allowances specified:
 - ☐ Use **RPA January-2007 012113**; and, supported by Div 02-49 specs.

012219 Unit Prices

- ☐ If Unit prices specified:
 - ☐ Use **RPA January-2007 012219**; Quantities & Units specified; supported by Div 02-49 specs; and,
 - ☐ Stipulated or solicited in Bid Form

012300 Alternates

- ☐ If Alternates specified:
 - ☐ Use **RPA January-2007 012300**; Not more than 3; and, Additive and in order of priority

012600 Modification Procedures

- ☐ Use **RPA January-2007 012600** Mod. Procedures
- ☐ Use **RPA January-2007 012620** Weather Delays
- ☐ If project is strictly re-roofing:
 - ☐ Omit **RPA 012620**;
 - ☐ Use **RPA January-2007 012623**
- ☐ Use **RPA Jan-2007 012640** Change Order form
- ☐ Use **RPA Jan-2007 012650** Itemization form

012900 Payment Procedures

- ☐ Use **RPA Jan-2007 012973** Schedule of Values
- ☐ Use **RPA Jan-2007 012976** Pay Procedures
- ☐ Use **RPA Jan-2007 012976.13** Personnel Attest.

013100 Project Management & Coordination

- ☐ If includes Owner Commissioning Agent:
 - ☐ Use **RPA Jan-2007 013113.91** Comm Coord
- ☐ Use **RPA Jan-2007 013119** Project Meetings
- ☐ Use **RPA January-2007 013190** Admin Logs
- ☐ If includes asbestos abatement:
 - ☐ Omit **RPA January 2007 013190**
 - ☐ Use **RPA January-2007 013193**

013200 Construction Progress Documentation

- ☐ Use **RPA Jan-2007 013215** Progress Schedules
- ☐ If includes Owner-Assisted Scheduling:
 - ☐ Omit **RPA January-2007 013215**, and,
 - ☐ Use **RPA January-2007 013213**, and,
 - ☐ Use **RPA January 2007 013216**

013300 Submittal Procedures

- ☐ Designer provides
- ☐ As required, provide coordinating section **013323** on Shop Drawings, Product Data, and Samples, and other pertinent sections
- ☐ If includes Owner Commissioning Agent:
 - ☐ Use **RPA Jan-2007 013391** Comm Submit

013500 Special Procedures

- ☐ If includes asbestos abatement:
 - ☐ Use **RPA January-2007 013343**
- ☐ If site is Detention facility:
 - ☐ Use **RPA January-2007 013513.16**
- ☐ If site is Mental Health/Disabilities facility:
 - ☐ Use **RPA January-2007 013513.19**

014100 Regulatory Requirements

- ☐ Use **RPA January-2007 014115**; and,
 - ☐ If needed, Designer provides supplemental section including additional requirements

014300 Quality Control

- ☐ Use **RPA January-2007 014325** Testing Lab Svcs
 - ☐ Or Designer provides as needed
- ☐ If includes asbestos abatement:
 - ☐ Use **RPA Jan-2007 014328** Test Lab Svcs

015000 Temporary Facilities and Controls

- ☐ Designer provides if needed
- ☐ If includes Owner-Assisted Scheduling:
 - ☐ Use **RPA Jan-2007 015225** Field Offices

016000 Product Requirements

- ☐ Use **RPA Jan-2007 016225** Product Opts & Subst
 - ☐ Or Designer-provided equal
- ☐ Use **RPA Jan-2007 016232** Subst Request form
 - ☐ Or Designer-provided equal

017000 Execution Requirements

- ☐ Designer provides **Field Engineering**, if needed
- ☐ Designer provides **Cleaning**, if needed
- ☐ Designer provides **Starting & Adjusting**, if needed
- ☐ Use **RPA Jan-2007 017770** Contract Close-out
- ☐ If includes Owner Commissioning Agent:
 - ☐ Use **RPA Jan-2007 017770.91** Comm Close-out

017800 Closeout Submittals

- ☐ Use **RPA January-2007 017821**; or,
 - ☐ Akin to **RPA January-2007 017821 Gde.**
- ☐ If roof work involved:
 - ☐ Use **RPA January-2007 017826** Roof Data
- ☐ If roof subject to standard warranty:
 - ☐ Use **RPA Jan-2007 017836** Roof Warranty incl. project no. & components checked
- ☐ Use **RPA Jan-2007 017888** Sub & Supplier list

017900 Demonstration and Training

- ☐ Use **RPA Jan-2007 017900** Demo. & Training

019300 Maintenance Agreements

- ☐ Use **RPA Jan-2007 019352** O & M Agree
- ☐ If for alarm systems, use:
 - ☐ **RPA January-2007 019352.28**; and,
 - ☐ **RPA January-2007 019352.01**
- ☐ If for elevators, use:
 - ☐ **RPA January-2007 019352.14**; and,
 - ☐ **RPA January-2007 019352.02**
- ☐ If for audio/visual systems, use:
 - ☐ **RPA January 2007 019352.27**

Item	Comments